

**1 AUGUST 1997**



**Personnel**

**TRANSITION ASSISTANCE PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

---

OPR: HQ AFPC/DPPTT  
(Ms Marchon Frank)  
Supersedes AFI 36-3022, 1 February 1996.

Certified by: HQ AFPC/DPP  
(Col Stephen S. Lerum)  
Pages: 38  
Distribution: F

---

This instruction establishes procedures and standards for the Air Force Transition Assistance Program (TAP). It interfaces with Air Force Policy Directive (AFPD) 36-30, *Military Entitlements*, Air Force Instruction (AFI) 36-3009, *Family Support Center (FSC) Program*, AFI 36-3011, *Relocation Assistance Program*, and AFI 36-2102, *Base-Level Relocation Procedures*. It implements Department of Defense (DoD) Directive 1332.35, *Transition Assistance for Military Personnel*, 9 December 1993; DoD Instruction 1340.19, *Certification of Public and Community Service*, 17 November 1993; DoD Instruction 1332.36, *Preseparation Counseling for Military Personnel*, 14 February 1994; and DoD Instruction 1332.37, *Program to Encourage Public and Community Service Employment*, 29 June 1994. The basis for the program is found in Public Law 101-510. Public Laws 102-190, 102-484, 103-160, 103-335 and 103-337 also apply. The program applies to all active duty military personnel and DoD civilians impacted by restructuring and reductions. Major commands (MAJCOM) may supplement this instruction with prior approval from HQ AFPC/DPPTT. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*. Refer to **Attachment 1** for a glossary of references, abbreviations, and acronyms.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10 United States Code (U.S.C.) 8013 and E.O. 9397. System of Records Notice F035 AF MPC, *Military Personnel Records System*, applies.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

1.	Transition Assistance Program Goal. ....	3
2.	Program Responsibilities. ....	3
3.	Servicing FSC Concept. ....	7
4.	Services and Benefits. ....	7
5.	DD Form 2586, Verification of Military Experience and Training (VMET). ....	7
6.	Customer Priority for FSC Transition Services. ....	8
7.	Transition Assistance Counseling. ....	8
8.	Individual Transition Plan (ITP). ....	10
9.	Family Support Center DORS/PACS and TBB Systems. ....	11
10.	PACS Registration for TERA Retirees. ....	11
11.	The DoL TAP Workshop. ....	12
12.	Marketing the Transition Assistance Program. ....	12
13.	Community Outreach and Networking. ....	13
14.	Career or Job Fairs. ....	13
15.	TAP Resource Centers. ....	13
16.	TACC. ....	14
17.	Reporting Requirements. ....	15
18.	Forms Prescribed. ....	16
<b>Attachment 1—GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS</b>		<b>17</b>
<b>Attachment 2—TRANSITION ASSISTANCE PROGRAM MILITARY MEMBER COUNSELING MEMORANDUM</b>		<b>20</b>
<b>Attachment 3—CONFIRMATION OF REGISTRATION FOR PACS MEMORANDUM</b>		<b>21</b>
<b>Attachment 4—TRANSITION SERVICES AND BENEFITS FOR MILITARY MEMBERS</b>		<b>22</b>
<b>Attachment 5—EXAMPLE INDIVIDUAL TRANSITION PLAN (ITP)</b>		<b>26</b>
<b>Attachment 6—EXAMPLE MEMORANDUM OF UNDERSTANDING BETWEEN (NAME) STATE EMPLOYMENT SERVICE (NAME) AIR FORCE BASE DEPARTMENT OF VETERANS AFFAIRS VETERANS EMPLOYMENT AND TRAINING SERVICE</b>		<b>35</b>
<b>Attachment 7—TRANSITION ASSISTANCE EXIT QUESTIONNAIRE</b>		<b>38</b>

## **1. Transition Assistance Program Goal.**

- 1.1. Goal: To equip separating and retiring civilian and military personnel and their families with skills and knowledge for reentry into the private sector.
- 1.2. Emphasis: On transition preparation rather than job placement.
- 1.3. Basic program components:
  - 1.3.1. Transition counseling.
  - 1.3.2. Workshops and seminars.
  - 1.3.3. Automated data processing and resource centers.
  - 1.3.4. Base and community publicity and networking.
  - 1.3.5. Program evaluation and reporting.
- 1.4. Base Realignment and Closure (BRAC) installations may, with MAJCOM approval, modify the procedures for civilians set forth in this instruction to accommodate their unique circumstances and needs.
- 1.5. Working Configuration:
  - 1.5.1. Transition Assistance and Personnel offices should develop mutually beneficial partnerships with each other, other Family Support Center programs, and other agencies. A congenial partnership will prevent duplication of effort and promote efficient, effective use of resources to meet the needs of their customers.

## **2. Program Responsibilities.**

- 2.1. Headquarters United States Air Force Human Resources Development Division (HQ USAF/DPCH):
  - 2.1.1. Develops program policy.
  - 2.1.2. Provides budget and manpower oversight.
  - 2.1.3. Interfaces with DoD, Department of Labor (DoL), Department of Veterans Affairs (DVA), and other Uniformed Services on interdepartment and interservice program management issues.
- 2.2. Headquarters Air Force Personnel Center Transition Operations (HQ AFPC/DPPTT):
  - 2.2.1. Provides interface between personnel, transition, and relocation functions (see AFI 36-3011).
  - 2.2.2. Interfaces with DoD on operational issues.
  - 2.2.3. Develops and implements procedures.
  - 2.2.4. Provides transition policy and procedural guidance to MAJCOM and base-level transition and personnel functions.
  - 2.2.5. Provides content oversight and administration of DD Form 2586, **Verification of Military Experience and Training (VMET)**, for military members. (See paragraph 5.)
  - 2.2.6. Provides personnel data support to base-level FSC Transition Offices.

2.2.7. Collects and consolidates MAJCOM data to meet Air Force and DoD reporting requirements.

2.2.8. Delivers formal operations training to transition assistance managers (TAM) and transition assistance specialists (TAS).

### 2.3. MAJCOM Civilian Personnel and Transition Staffs:

Civilian Personnel Staffs will:	Advise Transition staffs on the location and size of projected reductions for planning purposes.
Transition Staffs will:	Provide transition budget execution and accountability. Provide program equipment oversight. Provide program policy and procedural guidance to base level. Collect and consolidate base-level data to meet Air Force and DoD reporting requirements.

### 2.4. Installation Commanders:

2.4.1. Promote Transition Assistance Program awareness and support among local commanders and base agencies.

2.4.2. Encourage local commanders whose workforce will be impacted by drawdown to inform their group of employees of available FSC Transition and Relocation resources at the earliest possible time. **NOTE:** Specific identification of losses is not a prerequisite for utilization of services.

2.4.3. Ensure the availability of facilities which provide a comfortable, professional, adult learning environment for workshops and seminars.

2.4.4. Ensure reasonable and appropriate accommodations and resources are available for those with disabilities.

### 2.5. Commanders With Functional Responsibility for FSCs:

2.5.1. Ensure the status of the installation Transition Assistance Program (TAP) is briefed quarterly to the installation commander and senior leadership.

2.5.2. Establish, appoint membership, schedule meetings at least quarterly, and chair the Transition Assistance Coordinating Committee (TACC) (see paragraph 16.).

### 2.6. FSC Directors:

2.6.1. Supervise TAMs and provide management oversight for the TAP.

2.6.2. Manage the TAP budget in consultation with their transition assistance staffs.

2.6.3. Promote awareness of, and support for, the Transition Assistance Program among base-level leadership.

### 2.7. Base-Level Transition Assistance Staffs:

2.7.1. The Transition Assistance Manager (TAM):

2.7.1.1. Manages the program.

2.7.1.2. Supervises the TAS.

2.7.2. The Staff:

2.7.2.1. Implements and directs base-level FSC program.

2.7.2.2. Establishes internal goals, objectives, and procedures.

2.7.2.3. Develops and prioritizes budget proposals for FSC directors to include travel, equipment, resources, and training needs.

2.7.2.4. Delivers and documents preseparation counseling via DD Form 2648, **Preseparation Counseling Checklist**, to all military members within their serviced population who are separating, retiring, or entering the Disability Evaluation System.

2.7.2.5. Provides the Military Personnel Flight (MPF) a completed DD Form 2648 as a permanent document for the master personnel file of each separating or retiring member.

2.7.2.6. Ensures all military members within their serviced population retiring under the Temporary Early Retirement Authority (TERA) are registered for Public and Community Service (PACS).

2.7.2.7. Maintains an adequate supply of the forms prescribed by this instruction (with the exception of DD Forms 2586) and Air Force Joint Manual (AFJMAN) 36-2128, *Preseparation Guide*; to meet the needs of their customers (see paragraph 18.).

2.7.2.8. Serves as primary point of contact (POC) for the TACC (see paragraph 16.).

2.7.2.9. Develops and periodically reviews a Memorandum of Understanding (MOU) with State DoL and DVA representatives for delivery of TAP workshops (see paragraph 11.).

2.7.2.10. Schedules, markets, audits, and provides logistical support for DoL TAP workshops:

2.7.2.10.1. Transition staffs develop and present workshops using DoL standards for civilian employees as necessary and for all overseas personnel.

2.7.2.11. Develops and maintains TAP resource centers.

2.7.2.12. Encourages customers to fully exploit the Department of Defense Outplacement and Referral System/Public and Community Service (DORS/PACS) networks and the Transition Bulletin Board (TBB) as a means of exploring employment opportunities.

2.7.2.13. Collects and analyzes TAP data.

2.7.2.14. Coordinates, plans, and presents other required FSC transition services.

2.7.2.15. Plans and conducts local job fairs.

2.7.2.16. Distributes DD Forms 2586 to military members for use in resume preparation (see paragraph 5.5.).

2.7.2.17. Coordinates all activities relating to civilian employees with the Civilian Personnel Flight (CPF).

2.8. Military Personnel Flights (MPF):

- 2.8.1. Provide Transition Reports on Individual Personnel (RIP) to TAMs upon receipt from AFPC/DPPRY, Retirements and Separations Division, Systems Support Branch.
- 2.8.2. Notify TAMs immediately of individuals scheduled to meet Medical Evaluation Boards (MEB).
- 2.8.3. Provide Transition Assistance Program Military Member Counseling Memorandums (**Attachment 2**) to all separating and retiring members at the initial relocation briefing:
  - 2.8.3.1. File a member-initialed copy of the Transition Assistance Program Counseling Memorandum in the relocation folder.
- 2.8.4. Order or reorder DD Forms 2586 for separating and retiring members as necessary (see paragraph **5.5.**).
- 2.8.5. Ensure receipt of a DD Form 2648 to place in the Unit Personnel Record Group (UPRG) of each separating or retiring member prior to permitting anyone to out-process (see paragraph **7.1.**):
  - 2.8.5.1. Destroy DD Forms 2648 completed on individuals referred to MEBs who are ultimately returned to duty.
- 2.8.6. Ensure members retiring under TERA have one of the following documents attesting to PACS registration filed in the UPRG prior to out-processing:
  - 2.8.6.1. A copy of DD Form 2580, **Operation Transition DoD Outplacement and Referral System/Public and Community Service Individual Application**.
  - 2.8.6.2. The confirmation memorandum at **Attachment 3** (see paragraph **10.**).
- 2.8.7. Distribute and collect transition exit questionnaires (see paragraph **17.**).
- 2.9. Physical Evaluation Board Liaison Officers (PEBLO):
  - 2.9.1. Advise individuals scheduled to meet a MEB they will be referred for transition assistance counseling, emphasizing transition counseling does not affect the outcome of a medical case, nor can it provide a basis for delaying disability separation or retirement if that is the final disposition directed by the Office of the Secretary of the Air Force.
  - 2.9.2. Provide contact information on individuals scheduled to meet an MEB to MPFs for referral to TAMs.
- 2.10. Civilian Personnel Flights (CPF) or AFPC/DPC, as appropriate:
  - 2.10.1. Provides benefits and entitlements counseling and assistance to include:
    - 2.10.1.1. Reduction in Force (RIF).
    - 2.10.1.2. Priority Placement Program and Civilian Personnel Defense Outplacement Referral System (DORS) registration.
    - 2.10.1.3. Incentive programs.
    - 2.10.1.4. Reemployment Priority List.
    - 2.10.1.5. Qualifications assessments (OPM Operating Manual Qualification Standards for General Schedule Positions).

- 2.10.1.6. Career Program or Central Skills Bank registration.
- 2.10.1.7. Relocation under the Joint Travel Regulation (JTR).
- 2.10.1.8. Interagency Career Transition Assistance Plan (ICTAP).
- 2.10.1.9. General information on FSC Transition and Relocation services.
- 2.10.1.10. Outplacement assistance (federal-to-federal employment).
- 2.10.1.11. RIF notices with a referral to the FSC for transition, relocation, and related services. The referral must stipulate that pursuit of services and follow-up are the individual's responsibility.
- 2.10.1.12. Determination of appropriateness of excused absences for TAP assistance or activity participation.
- 2.10.1.13. Fulfillment of labor-management obligations as required.

**3. Servicing FSC Concept.** FSC transition assistance staffs are responsible for the delivery of services to the same population for which MPFs and CPFs have responsibility, including geographically separated personnel.

**4. Services and Benefits.** The overall TAP contains two main components:

4.1. Services:

4.1.1. All departing personnel are eligible for services which include, but are not limited to, a wide range of employment, relocation, and financial counseling assistance.

4.2. Benefits:

4.2.1. The Separation Program Designator (SPD) code a military member receives determines eligibility for transition benefits. A Transition Services and Benefits for Military Members table is at **Attachment 4**. Civilian employees generally receive all benefits counseling from Civilian Personnel functions.

**5. DD Form 2586, Verification of Military Experience and Training (VMET).** The congressionally-mandated VMET is generated for all military members separating with at least 6 months of active duty:

5.1. Usage. The form is used to develop a detailed resume and aid in the completion of employment application. The form should be used in conjunction with:

5.1.1. Performance Reports.

5.1.2. Training Certificates.

5.1.3. Personal Records.

5.2. Source:

5.2.1. The form is produced from information extracted from the Personnel Data System database in conjunction with the Defense Manpower Data Center (DMDC). The computer transaction which generates production of the form is approval of a separation or retirement.

### 5.3. Contents:

5.3.1. Provides a chronological listing and civilian translation of Air Force Specialty Codes held and formal training attended. Databases provide experience information back to 1975 and training information back to 1980.

### 5.4. Distribution:

5.4.1. AFPC/DPPTT distributes the forms to the field within 4 weeks of generation. Only one copy of the form is produced. The form must be provided to members by the Transition Assistance Staff as soon as possible (see paragraph 2.7.), preferably before TAP workshop attendance.

### 5.5. Supplemental Ordering Instructions for VMET:

IF THE INDIVIDUAL IS...	THEN TO ORDER/REORDER...
still serving on active duty (includes Reservists on active duty) with the Air Force	enter <b>PTI H03 VDDTP1.VRLL</b> .
separated or retired member of the Air Force, Army, Navy or Marine Corps (Must have separated after 1 October 1990.)	use <b>TTI AATP1</b> . The required DINs are: <b>BAD, BBA, STB, OIZ, BEI, BEL, BEM, and BEN</b> . For <b>DIN STB (TAMP-BR-SVC)</b> use code <b>"A"</b> for Army, <b>"F"</b> for Air Force, <b>"M"</b> for Marine Corps, and <b>"N"</b> for Navy. For <b>DIN OIZ</b> , use <b>"R"</b> for Regular, <b>"G"</b> for Guard, and <b>"V"</b> for Reserve. <b>DIN BEI</b> is street address. <b>BEL</b> is city, and <b>BEN</b> is the zip code.  A sample update is: UHVAASL 987654321 TTITP1BAD 987654321.BBA SMITH JOE JR.STBN. OIZR.BEI 449 MAIN STREET. BEL SAN ANTONIO. BEM TX. BEN 75149-1234.

## 6. Customer Priority for FSC Transition Services.

Priority 1	Separating or retiring Air Force active duty members and family members. Air Force civilian employees impacted by drawdown and family members. Recently separated or retired military members and family members for whom services were not available.
Priority 2	Active duty members of the Army, Navy, or Marines and family members. DoD civilian employees impacted by drawdown and family members.
Priority 3	Separated or retired personnel and family members for up to 1 year after date of separation (contingent upon base accessibility and availability of sufficient resources).

## 7. Transition Assistance Counseling.

### 7.1. Military personnel:



7.1.1. For the purpose of the TAP, counseling for military personnel is documented on the DD Form 2648. The counseling consists of providing:

7.1.1.1. Information.

7.1.1.2. Assessment.

7.1.1.3. Referral.

7.1.2. Projected loss information:

7.1.2.1. Routinely provided to TAMs via Transition RIPs.

7.1.2.2. MPFs will notify TAMs of individuals scheduled to meet MEBs.

7.1.2.3. Local procedures must be developed to identify short-notice (e.g.; for-cause, hardship) separations to TAMs in a timely manner.

7.1.3. Documenting Counseling:

7.1.3.1. TAMs document preseparation counseling on the DD Form 2648 for all separating or retiring military members and individuals scheduled to meet MEBs. TAMs must ensure forms are completed for 100 percent of their serviced military population, including those geographically separated.

7.1.3.2. TAMs provide the original completed forms to the servicing MPFs for filing in UPRGs.

7.1.3.3. TAMs provide one copy of the form to the member.

7.1.3.4. FSC retains one copy of the form.

7.1.4. Timelines:

7.1.4.1. Preseparation Counseling must be accomplished no later than 90 days prior to separation; ideally no later than 90 days prior to departure on terminal leave. In the case of short-notice separations, retirements, or referral to an MEB, counseling must be accomplished as soon as possible.

7.1.5. Counseling Configuration:

7.1.5.1. Except for instances in which a member's physical presence for DD Form 2648 completion is impossible, TAMs or TASs will review and complete the form with members during one-on-one interviews.

7.1.5.1.1. Exceptions:

7.1.5.1.1.1. Technical training eliminees may receive counseling in a group setting.

7.1.5.1.1.2. Unique circumstances (e.g., a surge in separations due to base closure or unit deactivation) may also dictate a need for group transition counseling. Groups should not be comprised of more than ten individuals.

7.1.5.1.1.3. Basic Military Training eliminees will receive transition counseling in accordance with locally established procedures.

7.1.6. Unavailability of Member:

7.1.6.1. If member's physical presence is impossible, the DD Form 2648 can be completed via

telephone with a follow-on referral as an exception to policy.

7.1.6.2. As an alternative, the member may be referred to another transition services provider for DD Form 2648 accomplishment and follow-on. Referral may be to another Air Force installation or another military service's installation. TAMs at servicing FSCs retain responsibility for ensuring completed DD Forms 2648 are provided to servicing MPFs. Referral assistance agreements between transition services providers may be formally or informally established. MAJCOMs will assist in identifying and securing referral assistance sources for inter-MAJCOM needs.

7.2. Civilian Personnel. Transition Assistance counseling for civilians impacted by restructuring and reductions is recommended and strongly encouraged:

7.2.1. Civilian Personnel Flights or AFPC/DPC provide benefits and entitlements counseling (see paragraph 2.10.).

7.2.2. FSC Transition staff counseling should cover, at minimum, the offer of:

7.2.2.1. An individual transition plan (ITP).

7.2.2.2. The effects of a career change.

7.2.2.3. Use of the FSC TAP Resource Center.

7.2.2.4. Registration in the FSC's Defense Outplacement Referral and Public and Community Service System (DORS/PACS).

7.2.2.5. Use of the Transition Bulletin Board.

7.2.2.6. America's Job Bank.

7.2.2.7. Workshops and classes.

7.2.2.8. Financial planning.

7.2.2.9. Resources available under the Job Training Partnership Act (JTPA).

7.2.2.10. Education Services.

7.2.2.11. Relocation Assistance Program (RAP) services.

7.3. Documentation:

7.3.1. Transition Assistance counseling for civilians must be documented. Overprinting the AF Form 2801, **Family Support Center Interview and Follow Up Summary**, is strongly encouraged for this purpose.

**8. Individual Transition Plan (ITP).** An ITP is a road map for separating or retiring personnel to use as a tool to complete essential activities for successful transition. A compressed example of an ITP is at **Attachment 5**. An uncompressed version is available on disk from HQ AFPC/DPPTT, 550 C Street West Suite 11, Randolph AFB TX 78150-4713:

8.1. The ITP:

8.1.1. Should be offered to all civilian customers.

8.1.2. Must be offered to all service members in conjunction with preseparation counseling (DD Form 2648, item 1).

8.2. The ITP development process will include assessment of the customer's:

8.2.1. Skills.

8.2.2. Training.

8.2.3. Goals.

8.2.4. Needs.

8.2.5. Timelines.

8.3. The ITP should also encourage customers to:

8.3.1. Enroll in DORS/PACS.

8.3.2. Use available resources.

8.3.3. Establish networks and referrals.

8.3.4. Seek aid from available local, state, and veterans' benefits.

8.3.5. Use follow-up as required.

## **9. Family Support Center DORS/PACS and TBB Systems.**

9.1. DMDC administers these DoD employment-assistance systems.

9.2. Usage is limited to:

9.2.1. Military personnel who are separating or retiring and their spouses.

9.2.2. Civilian personnel affected by the drawdown and their spouses.

9.3. Maximum use of the systems optimizes customer career search. As a minimum, 70 percent of the client population seeking follow-on employment should be registered for DORS/PACS and all should be encouraged to utilize the TBB.

## **10. PACS Registration for TERA Retirees.**

10.1. This registration is required by law for all TERA Retirees.

10.2. TAMs will:

10.2.1. Accomplish a minimal PACS registration (99999 for Occupational Employment Statistics [OES] codes) for all early retirees in conjunction with completion of DD Forms 2648.

10.2.2. Update these registrations in the DORS/PACS system immediately.

10.2.3. Advise customers who wish to pursue PACS employment that they may return at their convenience to complete a detailed resume.

10.3. When DMDC returns confirmation resumes, TAMs will:

10.3.1. Certify registration confirmation on the bottom of the original DD Forms 2580.

10.3.2. Furnish the completed forms to MPFs for filing in UPRGs.

10.3.3. Any separating or retiring member may register for DORS/PACS. DD Forms 2580 are completed at the FSC and are maintained there except for TERA registrants as noted above.

10.4. TAMs will provide these initial forms to all early retirees; the member obtains subsequent forms from DMDC:

10.4.1. DD Form 2581, **Operation Transition Employer Registration.**

10.4.2. DD Form 2581-1, **Public and Community Service Organization Validation.**

10.4.3. DD Form 2676, **Validation of Public or Community Service Employment.**

10.4.4. TERA/PACS Fact Sheet (available for downloading on the TBB).

<b>Prospective employers</b>	<b>Forms</b>	<b>Send completed forms:</b>
Who want to utilize the DORS/PACS and TBB networks	Use DD Form 2581	directly to DMDC where the forms are maintained.
Who wish to receive validation of their status as a public or community service organization	Use DD form 2581-1	
<b>Early Retirees</b>	<b>Forms</b>	<b>Send completed forms:</b>
Who want to have PACS employment validated for re-computation of retired pay at age 62	Use DD Form 2676	directly to DMDC where the forms are maintained.

## **11. The DoL TAP Workshop.**

11.1. Attendance by eligible military personnel at local area TAP workshops is official duty, not leave.

11.2. DoL is responsible for delivery of workshops to military personnel, except overseas.

11.3. An MOU must clearly define roles and responsibilities and should be reviewed annually. An example is at **Attachment 6**.

11.4. Compliance issues that cannot be resolved locally with DoL and DVA representatives should be elevated to HQ AFPC/DPPTT through the MAJCOM.

11.5. Optimum class size is 35, including spouses. Maximum class size is 50, including spouses.

## **12. Marketing the Transition Assistance Program.**

12.1. Transition assistance staffs must develop a marketing plan as part of the overall FSC marketing plan. At minimum, it should include:

12.1.1. Publicity (base paper, television, community media).

12.1.2. Briefings (community, base, unit).

- 12.1.3. Senior leadership involvement, program update, and consultation.
- 12.1.4. Active participation on program-related base and community committees.
- 12.1.5. Encouragement of word-of-mouth marketing by customers.

### **13. Community Outreach and Networking.**

- 13.1. Base-level transition assistance staffs are encouraged to:
  - 13.1.1. Affiliate with professional and local transition-related organizations.
  - 13.1.2. Confer and coordinate efforts with the transition assistance staffs of other military services in close proximity. These contacts foster positive relationships and provide additional resources.
- 13.2. At minimum, local community outreach and networking should occur monthly (twice a year where there are multiple transition assistance staffs in the local area). Ideally, outreach and networking should be continuous.
- 13.3. A record of outreach and networking contacts must be maintained for reporting purposes.

### **14. Career or Job Fairs.**

- 14.1. Transition assistance staffs should:
  - 14.1.1. Work with the Career Focus Program, TACC, and other base and community agencies to sponsor or assist with annual career or job fairs.
  - 14.1.2. Publicize information on career or job fairs.
  - 14.1.3. Conduct mini job fairs, career days, and employer panels.
  - 14.1.4. Analyze labor market trends.
  - 14.1.5. Actively solicit employers for DORS/PACS and TBB participation.

### **15. TAP Resource Centers.**

15.1. FSC Resource Centers for transitioning customers must meet basic standards to ensure continuity. Upgrade to current computer industry standards and access to the Internet are strongly encouraged.

**15.2. Resource Centers' Equipment and Reference Materials:** Resource Centers will include (at a minimum):

Hardware	<p>Two 386 computers capable of running Windows 3.1 and Office for Windows software.</p> <p>One laser printer.</p> <p>One compact disk read only memory (CD-ROM).</p> <p>One high speed modem.</p> <p>One datafax machine.</p>
----------	--

	An electric typewriter.
Software	TBB/DORS/PACS. America's Job Bank. Dun and Bradstreet. Resume Maker. Microsoft Office for Windows. PerForm Pro.
Resources	Dictionary of Occupational Titles (DOT). Occupational Employment Statistics (OES) Codes. Occupational Outlook Handbook (OOH). Guide to Occupational Exploration (GOE).
Telephones	With off-base (local) and Defense Switching Network (DSN) access.

**16. TACC.** The TACC is the key element in ensuring all functional representatives involved with transition discuss current policies and procedures:

16.1. The TACC will:

- 16.1.1. Coordinate base-level transition services.
- 16.1.2. Evaluate services and delivery processes.
- 16.1.3. Recommend and implement improvements.

16.2. The TACC should be established as a subcommittee of the Community Action Information Board (CAIB):

16.2.1. Committee membership will consist of:

- 16.2.1.1. Transition representative from the FSC.
- 16.2.1.2. Relocation representative from the FSC.
- 16.2.1.3. Civilian Personnel Officer or designated representative.
- 16.2.1.4. Career Focus representative from the FSC.
- 16.2.1.5. Separations and retirements representation from the MPF.
- 16.2.1.6. The PEBLO.
- 16.2.1.7. Representation from the:
  - 16.2.1.7.1. Nonappropriated fund personnel offices.
  - 16.2.1.7.2. Education Office.
  - 16.2.1.7.3. Medical Treatment Facility.
  - 16.2.1.7.4. Legal office.
  - 16.2.1.7.5. Housing.

16.2.1.7.6. Traffic Management Flight.

16.2.1.7.7. Finance.

16.2.1.7.8. Library.

16.2.1.7.9. Public affairs.

16.2.1.7.10. DVA.

16.2.1.7.11. DoL.

16.2.1.8. Additional recommended members are:

16.2.1.8.1. Senior Enlisted Advisor.

16.2.1.8.2. Representatives from the Top Three.

16.2.1.8.3. Company Grade Officers Committee.

16.2.1.8.4. Personal Financial Management Program.

16.2.1.8.5. Chamber of Commerce.

16.2.1.8.6. Job Services.

## 17. Reporting Requirements.

17.1. The DoD Transition Assistance for Military Personnel (TAMP) Quarterly Report (RCS: DD-P&R(Q) 1927):

17.1.1. TAMs forward base-level reports to MAJCOMs for consolidation.

17.1.2. MAJCOMs submit their consolidated report to HQ AFPC/DPPTT no later than 15 calendar days after the close of the quarter.

17.1.3. Air Force-unique information, to include statistics on civilian employees, will be submitted as requested in an addendum to this report.

17.2. Exit Questionnaire. The transition exit questionnaire (an example at **Attachment 7**):

17.2.1. Captures customer input on the quality of base-level transition processes and the functional offices involved in providing services.

17.2.2. Provides quarterly measurements for review by the TACC to assist in making recommendations for improvements.

OPR	RESPONSIBILITIES
MPFs and CPFs	Distribute and collect questionnaires during final out-processing. Sample at attachment 7.
TAMs	Provide an adequate supply of questionnaires to MPRs and CPFs. Make mutually agreeable arrangement for retrieval of completed questionnaires.
TAMs	Consolidate the results of the questionnaires for presentation to the TACC.

TACCs	Provide results of the questionnaires to installation commanders through CAIB.
TAMs	Provide averaged questionnaire results to MAJCOMs quarterly.
MAJCOMs	Submit a synopsis to HQ AFPC/DPPTT with the DoD TAMP Quarterly Report.

**18. Forms Prescribed.** DD Form 2580, **Operation Transition Department of Defense Outplacement and Referral System/Public and Community Service Individual Application**, DD Form 2581, **Operation Transition Employer Registration**, DD Form 2581-1, **Public and Community Service Organization Validation**, DD Form 2586, **Verification of Military Experience and Training**, DD Form 2648, **Preseparation Counseling Checklist**, and DD Form 2676, **Validation of Public or Community Service Employment**.

MICHAEL D. McGINTY, Lt General, USAF  
DCS/Personnel



## Attachment 1

### GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS

#### *References*

Public Law 101-510, *National Defense Authorization Act for Fiscal Year 1991*, Title 10, United States Code, Sections 1141, 1142, 1143, 1144, 1145, 1146, 1147, 1148, 1149, and 1150

Public Law 102-190, *National Defense Authorization Act for Fiscal Year 1992*, Title 10, United States Code, Sections 1142 and 1144

Public Law 102-484, *National Defense Authorization Act for Fiscal Year 1993*, Title 10 United States Code, Sections 1142, 1143, 1143a, 1144, 1145, 1150, 1151, 8911, 8914, and 1293

Public Law 103-160, *National Defense Authorization Act for Fiscal Year 1994*, Title 10, United States Code, Sections 1141, 1142, 1143, 1143a, 1145, 1146, 1147, 1150, 1151, 1152, 1153, and 1293

Public Law 103-335, *National Defense Appropriations Act for Fiscal Year 1995*; September 30, 1994

Public Law 103-337, *National Defense Authorization Act for Fiscal Year 1995*; October 5, 1994

5 Code of Federal Regulation (CFR), Part 330

DoDD 1332.35, *Transition Assistance for Military Personnel*, December 9, 1993

DoDI 1332.36, *Preseparation Counseling for Military Personnel*, February 14, 1994, with Changes 1 and 2

DoDI 1332.37, *Program to Encourage Public and Community Service Employment*, June 29, 1994 with Change 1

DoDI 1340.19, *Certification of Public and Community Service Employment of Military Retirees*, November 17, 1993

AFPD 36-30, *Military Entitlements*

AFI 36-3009, *Family Support Center (FSC) Program*

AFI 36-3011, *Relocation Assistance Program*

AFI 36-2102, *Base-Level Relocation Procedures*

AFJMAN 36-2128, *Preseparation Guide*

#### *Abbreviations and Acronyms*

**AFJMAN**—Air Force Joint Manual

**CAIB**—Community Action Information Board

**CD-ROM**—Compact Disk-Read Only Memory

**CPF**—Civilian Personnel Flight

**DMDC**—Defense Manpower Data Center

**DoD**—Department of Defense

**DoL**—Department of Labor  
**DORS**—Defense Outplacement and Referral System  
**DOS**—Date of Separation  
**DVA**—Department of Veterans Affairs  
**FSC**—Family Support Center  
**HHG**—Household Goods  
**HOR**—Home of Record  
**HOS**—Home of Selection  
**HYT**—High Year Tenure  
**JTR**—Joint Travel Regulation  
**ITP**—Individual Transition Plan  
**MEB**—Medical Evaluation Board  
**MOU**—Memorandum of Understanding  
**MPF**—Military Personnel Flight  
**NAF**—Nonappropriated Funds  
**PACS**—Public and Community Service  
**PEBLO**—Physical Evaluation Board Liaison Officer  
**PTDY**—Permissive Temporary Duty  
**RAP**—Relocation Assistance Program  
**RE**—Reenlistment Eligibility  
**RIF**—Reduction in Force  
**RIP**—Report on Individual Personnel  
**SERB**—Selective Early Retirement Board  
**SPD**—Separation Program Designator  
**TACC**—Transition Assistance Coordinating Committee  
**TAM**—Transition Assistance Manager  
**TAMP**—Transition Assistance for Military Personnel  
**TAP**—Transition Assistance Program  
**TAS**—Transition Assistance Specialist  
**TBB**—Transition Bulletin Board  
**TERA**—Temporary Early Retirement Authority  
**TMF**—Traffic Management Flight

**UPRG**—Unit Personnel Record Group

**VMET**—Verification of Military Experience and Training

**Attachment 2**

**TRANSITION ASSISTANCE PROGRAM MILITARY MEMBER COUNSELING MEMORANDUM**

(Date)

MEMORANDUM FOR (Member's Name and SSN)

FROM: (MPF)

SUBJECT: Transition Preseparation Counseling

Public Law requires that you receive timely transition preseparation counseling. Contact the Transition Assistance Office at the Family Support Center (extension \_\_\_\_\_) within 7 calendar days to schedule this mandatory counseling. In conjunction with the counseling, a DD Form 2648, Preseparation Counseling Checklist, will be accomplished. The Transition Assistance Manager will furnish the form to the MPF to be filed in your permanent record. *You will not outprocess without the form on file.*

(Signature Block)

### Attachment 3

## CONFIRMATION OF REGISTRATION FOR PACS MEMORANDUM

### MEMORANDUM FOR MASTER PERSONNEL FILE

FROM: (functional address symbol)

SUBJECT: Confirmation of Registration for Public and Community Service

This verifies that (grade, name, SSN) was entered on the Public and Community Service Registry as required by law for Early Retirement Program eligibility. Confirmation was obtained from the Defense Manpower Data Center (DMDC) on (date). Retain this memorandum as a permanent document in the member's master personnel file.

(signature)

(signature block of MPF or FSC representative)

**(NOTE:** The MPF or the TAM may use this memorandum format for registration confirmation in lieu of a confirmed copy of the DD Form 2580, Operation Transition Department of Defense Outplacement and Referral System/Public and Community Service Individual Application, only as an exception to policy if the TAM does not receive a hard copy of the resume prior to a member outprocessing for retirement. Obtain confirmation by calling the DMDC Operation Transition Help Desk at 1-800-727-3677. *The member may not obtain telephone confirmation.*)

## Attachment 4

### TRANSITION SERVICES AND BENEFITS FOR MILITARY MEMBERS

**Table A4.1. Transition Services and Benefits for Military Members.**

I T E M	A	B	C	D	E
	Service/Benefits	Categories			
		Separated with SPD Code That Confers TAMP Benefits (Note 1)	SERB and Enlisted HYT Retirement	Retirement (Normal, Disability, or Voluntary Early Retirement Under TERA)	All Others
<b>1</b>	General Transition Services (note 2)	yes	yes	yes	yes
<b>2</b>	DD Form 2586, Verification of Military Experience and Training (note 3)	yes	yes	yes	yes
<b>3</b>	Unemployment Compensation (UCX)	(note 4)	(note 4)	(note 4)	(note 4)
<b>4</b>	2 Yrs Commissary/BX/Theater (note 5)	yes	n/a	n/a	no
<b>5</b>	Montgomery GI Bill (note 6)	yes	no	no	no
<b>6</b>	60/120 Days Extended Medical Care (note 7)	yes	n/a	n/a	no
<b>7</b>	Travel and Transportation of HHG to HOS	yes	yes	(note 8)	(note 8)
<b>8</b>	Non-Temp Storage of HHG For 1 Year	yes	yes	(note 8)	(note 8)
<b>9</b>	Priority for Guard/Reserve Affiliation (note 9)	yes	n/a	n/a	yes
<b>10</b>	NAF Hiring Preference (note 10)	yes	no	no	no

<b>11</b>	Extension in Base Family Housing (note 11)	yes	yes	no	no
<b>12</b>	Extension in DoDD Schools for 12th Grade (note 12)	yes	yes	no	no
<b>13</b>	Permissive TDY for Employment and Relocation Activities (note 13)	yes	yes	yes	no
<b>14</b>	Permissive TDY for TAP Workshop (note 14)	yes	yes	yes	yes

#### **NOTES:**

1. In addition to having a TAMP eligible SPD code, enlisted members may not have received less than a general discharge; officers, not less than under honorable conditions. Entry level separatees are not eligible for benefits because their service is uncharacterized:

1.1. TAMP eligible SPD codes, in alphabetical order, are:

BCR, BDG, BDK, BFT, BFV, BFX, BHF, BRB, FCA, FCB, GCR, GDG, GDK, GFC, GFT, GFV, GFX, GGH, GHF, GRB, HCR, HDG, HDK, HFC, HFT, HFV, HFX, HGH, HHF, HRB, JBB, JBC, JBK (see 1.2, below), JBM, JCC, JCP, JCR, JDF, JDG, JDK, JFC, JFF, JFG, JFH, JFL, JFM, JFN, JFQ, JFR, JFT, JFV, JFW, JFX, JGB, JGH, JHF, JND, JRB, KCA, KCB, LBB, LBC, LBD, LBK (see 1.2, below), LBM, LCC, LCR, LDG, LFC, LFF, LFG, LFH, LFT, LFW, LFX, LGB, LGC, LGH, LGJ, LND, MCA, and MCB.

1.2. Those separating with an involuntary expiration of term of service with reenlistment eligibility (RE) codes 2, 3, or 4 should be given SPD code JBK or LBK with the following exceptions: (a) RE codes 3D and 3E are not eligible for TAMP benefits--use a voluntary SPD code. (b) RE codes 4E, 4F, 4G, and 4N may be waived for first-term airmen; RE codes 4F, 4G, and 4N may be waived for second-term and career airmen. Use SPD codes JBK or LBK only if an airman does not qualify for a waiver according to AFI 36-2606, table 3.5, or if the unit commander denied a waiver request; otherwise, use a voluntary SPD code. (c) RE codes 2E, 2G, 2H, 2J, 2K, 2L, 4H, 4I, and 4J have extension of enlistment provisions. Use SPD codes JBK or LBK only if an airman does not qualify for an extension or a request for extension was disapproved; otherwise, use a voluntary SPD code.

2. General transition services include relocation assistance, job counseling, and financial counseling.

3. DD Forms 2586 are not produced for those individuals separated with less than 6 months of active duty.
4. Benefits vary. Individuals should seek additional information from the state in which they would file.
5. Use of other recreational facilities is at the discretion of the installation commander. Separated and retired members who elect to live in a foreign country may lose BX and commissary privileges due to treaty, Status of Forces Agreements (SOFA), or military base agreements between the US and host country.
6. An honorable discharge is required. Benefits vary. Individuals should seek additional information from the Department of Veterans' Affairs.
7. 60 days if less than 6 years active service; otherwise, 120 days. Priority for care is the same as that for the family member of an individual on active duty. An additional 18 months coverage for preexisting conditions is available with the purchase of conversion health insurance.
8. Entitlements vary. Consult the Traffic Management Flight (TMF).
9. Priority is over other *equally qualified candidates*. Must join within 1 year of DOS.
10. A one-time preference which includes family members.
11. At the discretion of the installation commander for up to 180 days. Rental fee is Basic Allowance for Quarters (BAQ) plus Variable Housing Allowance (VHA) or Overseas Housing Allowance (OHA).
12. If family members will complete 11th grade prior to separation or retirement of member.
13. 20 days CONUS, 30 days overseas, 30 days for non-CONUS residents not stationed at home of record. Subject to mission requirements and unit commander approval. May be taken all at one time or in increments, except in cases of disability retirement or separation in which time constraints dictate that it be taken all at once or not at all.
14. If workshop is not available locally. Maximum 7 days. Subject to mission requirements and unit commander approval.



## **Attachment 5**

### **EXAMPLE INDIVIDUAL TRANSITION PLAN (ITP)**

Moving into the private employment sector is a complex undertaking. Many steps must be taken and many questions must be answered. Transition Assistance Program (TAP) staffs, personnel staffs, Relocation Assistance Program (RAP) staffs, education counselors, and many others can help--but only you and your family can make the critical decisions that must be made. It is, after all, your transition. Without adequate preparation you can quickly lose control of the process, so it is essential to develop an Individual Transition Plan (ITP).

The ITP is a framework you can use to fulfill realistic career goals based upon your unique skills, knowledge, experience, and abilities. Even if you have a job lined up, plan to go to school, or think you might start your own business, this ITP will be useful in making decisions about your future. It is your game plan for a successful transition into the private sector. Remember you are not transitioning in a vacuum. To one extent or another, family should be made an integral part of the planning process.

If you are uncertain about your future plans, now is the time to obtain all the assistance you need. You should work through the ITP on your own, but you may find it easier if you talk with other transitioning folks as well as with your family, friends, or colleagues. If you need additional help as you are working through your plan, guidance is available at your Transition Office. You may be referred to workshops, publications, information resources, related government programs, or for additional assessment. Utilize each resource that pertains to your unique situation.

***This ITP is a flexible outline divided into five major areas***

***Personal Assessment***

***Exploring the World of Work***

***Career/Employment Decisions***

***Job Search Preparation***

***Follow-up and Follow Through***

*Take advantage of each section that pertains to your unique situation*

## **I. PERSONAL ASSESSMENT:**

**A. Education and Training History** (List civilian education, classes offered through the military, and on-the-job-training (OJT). If you need more space, add additional sheets.)

**B. Work History** (List your dates of employment, position titles, organizations/locations, duties/responsibilities, accomplishments, and skills. If you need more space, add additional sheets.)

**C. Leisure Activities/Community and Volunteer Involvement** (List activities like hobbies, sports, church activities, little league, scouts.)

**D. Skills** (Look back over your work history and leisure activities and pull out your most frequently used and enjoyed skills.)

**1. Transferable Skills** (For example: teaching, communication, computer experience.)

**2. Personal Traits** (For example: efficient, flexible, attention to detail, dependable, team player.)

**E. Work Preferences** (Include where you want to work, how much you like working with others, and how you respond to different work situations.)

## **WORK PREFERENCE SUMMARY**

**F. Work Values** (In order to make a good career decision, you need to consider your priorities. These can include location, blending of family and career, salary, status, and prestige.)

*LIST IN PRIORITY ORDER YOUR TOP FIVE WORK VALUES*

**G. Assessment Instruments.** If you want a more in-depth assessment there are numerous instruments available at your Transition Office, Education Center, VA, and local colleges and universities. Some examples are: Strong Interest Inventory, Holland Self-Directed Search, DISCOVER, and Myers-Briggs Personality Type.

*ASSESSMENT INSTRUMENT RESULTS*

*DATE SCHEDULED*

## **H. Life Style Assessment**

**1. Money and Benefits.** Two major employment considerations are how much money and what benefits you need. An important resource for your use is the Personal Financial Management Program (PFMP) Manager at the FSC. Benefits include health insurance, vacation, retirement plan, and tuition assistance.

*REQUIRED SALARY:*

*DESIRED SALARY:*

*REQUIRED BENEFITS:*

*DESIRED BENEFITS:*

**2. Location Consideration.** In making a decision on where to locate, here are some areas you need to consider: job potential, cost of living, unique family needs, and type of community. See your FSC Relocation Assistance Manager for specific information on communities throughout the United States.

## *PRIORITIZE SOME OF YOUR CONSIDERATIONS*

**I. Goals.** Your TAP staff can suggest resources to help you establish, prioritize, and achieve short and long term goals.

### *SHORT-TERM GOALS*

### *LONG-TERM GOALS*

**II. EXPLORING THE WORLD OF WORK.** Now that you have learned something about yourself, it is time to learn about the world of work in order to plan your second career. Lots of resources are available to help you expand your horizons by exploring different career paths and job options. Specific information is available at your Transition Office.

#### **A. To Research Careers** ( e.g., salary, education, experience, benefits, skills):

1. If you are a retiring or separating military member, use the Verification of Military Education and Training (DD Form 2586) provided through your TAP Office.
2. Talk with State Employment Services and other employment counselors.
3. Use the Dictionary of Occupational Titles (DOT), Occupational Outlook Handbook (OOH), Guide to Occupational Exploration (GOE), EZ-DOT, Dun & Bradstreet, DoD Program for Stability of Civilian Employment, Policies, Procedures, and Programs Manual, and other programs and books available in FSC resource rooms and base or public libraries.
4. Schedule informational interviews.
5. Search through TBB, AJB, and other job banks.
6. Research or join professional organizations.

7. Call your State Occupational Information Coordinating Committee (SOICC).
8. Use the Salary Assessor (in RAP office, if available).
9. Contact the Small Business Association (SBA) and Service Corps of Retired Executives (SCORE).
10. Others:

#### *RESEARCH NOTES*

#### **B. To Research Companies:**

1. Call the company to request printed material and ask questions.
2. Use Dun and Bradstreet information (on CD Rom at TAP office).
3. Visit the local library reference section.
4. Network, network, network.
5. Contact Chamber of Commerce and Better Business Bureau.
6. Surf the Internet.
7. Others:

#### *RESEARCH NOTES*

#### **C. To Research Sources of Jobs:**

1. Enroll in DORS/PACS at the TAP office.
2. Continue using TBB, America's Job Bank, and other job banks.
3. Surf the Internet.
4. Keep networking.
5. Join network and support groups.
6. Check out employment agencies and executive search firms.
7. Read newspapers and professional journals and periodicals.
8. State Employment Services.
9. Others:

### *RESEARCH NOTES*

**III. CAREER/EMPLOYMENT DECISIONS.** It is time to make job choices and determine what you need to do to be competitive in your chosen field.

**A. Target and select industries and job options.** In addition to traditional jobs, areas to consider include self-employment/franchise, part-time, temporary, and contract employment. In the space below list your choices.

Targeted industries:

- 1.
- 2.
- 3.

Targeted jobs:

- 1.
- 2.
- 3.

**B. Trial Career Options.** Before committing yourself to a new career you may want to try it out. Some suggestions include internships, temporary jobs, and volunteering.

### *NOTES*

**C. Barriers.** You may perceive obstacles to employment in your chosen field such as age, obsolete skills, or lack of civilian certification or licensure. Note these below.

**D. Steps to Overcoming Barriers.** Where you go for information and assistance on overcoming real or perceived barriers will depend on your unique situation. Check with the TAP Office, Education Center, VA, local vocational schools, colleges and universities, and state employment services. Identify steps to take below.

**IV. JOB SEARCH PREPARATION.** Now that you have selected your future career, you must begin the challenge of finding work. In order to conduct a successful job search campaign, you must:

- A. Learn and use effective telephone techniques.
- B. Create and update resumes, cover letters, and thank you notes.
- C. Research company before each interview.
- D. Learn and practice interview techniques.
- E. Evaluate job offers.
- F. Negotiate salaries and benefits.
- G. Update civilian wardrobe.
- H. Network, network, network.

For assistance in these areas:

1. Attend TAP Seminars/Workshops.
2. Schedule for other applicable FSC workshops.
3. Use FSC resource center.

### *NOTES and REMINDERS*

**V. FOLLOW-UP and FOLLOW THROUGH.** Remember your job search is an on-going process. You may need to refer back to other sections of this plan to reevaluate your assessments, exploration, decisions or preparation. The steps you have just taken will need to be repeated and refined throughout your search.

#### **A. Assess and reevaluate as needed.**

### *NOTES*

**B. Maintain support system.** It is really important at this stage of your life to maintain your personal and professional contacts. Some of these might include:

1. Networking groups.
2. TAP services.
3. Your mentors.
4. State Employment Services.



5. Others.

*MAKE YOUR PERSONAL CONTACT LIST*

*You have now completed your Individual Transition Plan. Review the plan with your Transition Assistance staff. Continue to revise and re-work the plan as needed and continue to use the TAP office and other resources as you work toward a successful culmination of your job search.*

*Remember, one of the major differences between successful people and others is not necessarily a lack of strength or knowledge but rather a lack of planning and follow through. You are going to be successful if you first plan and then have the will to carry out your plan.*

## Attachment 6

### EXAMPLE MEMORANDUM OF UNDERSTANDING BETWEEN (NAME) STATE EMPLOYMENT SERVICE (NAME) AIR FORCE BASE DEPARTMENT OF VETERANS AFFAIRS VETERANS EMPLOYMENT AND TRAINING SERVICE

**Purpose.** This Memorandum of Understanding (MOU) sets forth the conditions, stipulations, and responsibilities for initiating and/or continuing the Transition Assistance Program (TAP) 3-day workshop at (Name) Air Force Base.

**Background.** The Department of Labor (DoL) TAP workshop provides instruction, information, and assistance to members of the Armed Services who are within 180 days of separation, their spouses, and eligible Department of Defense (DoD) civilians, in this order of priority, on a regularly scheduled basis at locations designated by DoD. The goals of this program are to provide skills which will decrease the time unemployed and the information to make a suitable education or career choice. Its objectives are the prevention of long-term unemployment problems, provision of enhanced employment services to the disabled and younger veterans most likely to encounter employment difficulties, improved active component retention, enhanced reserve component placement, and improved perceptions among service members upon separation.

**Definitions.** For the purpose of clarification, the following definitions are provided:

Facilitator. Person trained at the National Veterans Training Institute (NVTI) or other entity approved by the national office of the Veterans Employment and Training Service (VETS) whose primary duty is presenting instruction and providing administrative support for the 3-day workshop.

Coordinator. Person who has the responsibility for class scheduling and logistics.

Point of Contact (POC). Representative of each of the partners who is charged with carrying out that partner's responsibilities. (Note: POC and Coordinator may be the same person.)

**Responsibilities.** Program delivery leadership for the 3-day workshop is concentrated in DoL. Participation of service members and logistical control are vested in DoD. The Department of Veterans Affairs (DVA) will provide program authority with regard to instruction of veterans' rights, benefits, and obligations.

All parties involved jointly agree to:

Work together to achieve TAP goals and to resolve conflicts at the lowest level possible.

Establish frequency of workshops in accordance with available resources and number of separations.

Coordinate the support services available in the local community (e.g., other public agencies, military and veterans service organizations, the private sector).

Identify additional resources required to effectively implement and maintain a fully operational TAP/DTAP program and take necessary action to obtain those resources.

(Name) Air Force Base will provide:

A POC who will represent the installation commander.

Suitable classroom facilities on a regularly scheduled basis. Facilities will include adequate utilities (lighting, air conditioning, heat, etc.), handicapped access, and sufficient parking. Audiovisual equipment (projection screen, overhead projector, microphone, etc.), telephone, and janitorial services will also be provided.

Notification and registration of participants.

Ongoing publicity such as, but not limited to, posters and flyers.

Encouragement and promotion of maximum participation as stated in P.L. 101-510, Section 1144.

Secondary source of qualified facilitators to substitute in the event of the short-notice, short-term absence of primary facilitators.

Supervision of facilitators provided by the installation.

Maintenance of classroom discipline.

*(Name of State)* State Employment Service will provide:

A POC.

Management of guest speakers supplementing the assigned facilitators.

Qualified facilitators to staff the workshops, to include coverage of workshops during annual leave and temporary duty periods.

Veterans Employment and Training Service will provide:

The State Director of Veterans Employment and Training Services (DVET) as the POC.

All training materials required for the workshop (instruction manuals, slides, participant workbooks, etc.).

Training for facilitators.

Monitoring of workshop delivery to maintain a quality program.

Oversight of performance of State Employment Service activities and DoL contractors to ensure proper performance of workshop facilitator functions.

DVA will provide:

A POC.

Guidance on the role of all veterans service organizations.

Coordination with Vocational Rehabilitation and Education Services in implementing the Disabled Transition Assistance Program (DTAP).

TAP Advisory Council. The POCs will meet quarterly to discuss program accomplishments, plan for the next quarter, and resolve conflicts. The meetings will be chaired by the DVET.

**Termination.** This MOU will be renewed automatically on the annual anniversary date unless a 30-day written notice of termination is given at any time by one of the parties.

Signatures:

(Date)

(Signature block for DVET)

(Signature block for DVA)

(Signature block for State Employment Service)  
mander)

(Signature Block for Installation Com-

## Attachment 7

### TRANSITION ASSISTANCE EXIT QUESTIONNAIRE

Figure A7.1. Sample Questionnaire.

Please rate the following items by circling a number (5/Outstanding, 4/Excellent; 3/Good; 2/Poor, 1/Unsatisfactory) or N/A if not applicable.

1. Overall quality of transition services received in the Family Support Center.  
5      4      3      2      1      N/A
2. Information received on the use of DORS/PACS, TBB, computers, and other job search tools in the resource center.  
5      4      3      2      1      N/A
3. Contact with employers through DORS/PACS or TBB.  
5      4      3      2      1      N/A
4. Availability/timeliness of the 3-day TAP Workshop.  
5      4      3      2      1      N/A
5. Information received on employment opportunities in your area of interest.  
5      4      3      2      1      N/A
6. Commander/supervisor support for transition activities.  
5      4      3      2      1      N/A
7. Information received from the MPF or CPF on out-processing requirements.  
5      4      3      2      1      N/A
8. Information/service received from the base Medical Treatment Facility.  
5      4      3      2      1      N/A
9. Information/service received from the Traffic Management Flight.  
5      4      3      2      1      N/A
10. Information/service received from Finance.  
5      4      3      2      1      N/A
11. Information/service received from the Education Office.  
5      4      3      2      1      N/A
12. Information received on veterans' benefits.  
5      4      3      2      1      N/A
13. Information received on Reserve obligations/opportunities.  
5      4      3      2      1      N/A
14. Overall quality of the transition assistance services on this base.  
5      4      3      2      1      N/A

Comments, Suggestions, Ideas: